

17 April 1956

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MEMORANDUM FOR: Mr. D. J. Clinton, Department of State
 Col. C. S. Lander, Department of the Army
 Capt. R. E. Styles, Department of the Navy
 Col. J. J. Hausman, Department of the Air Force

FROM: Chairman, NIS Committee

SUBJECT: Production Status at end of
 Third Quarter of FY 1956

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NO CHANGE

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1. The attached report shows the production standing of each of the contributing agencies at the end of the third quarter of FY 1956.

2. It will be noted that in order to fulfill scheduled requirements for FY 1956, the total production per month must average 90 sections during the last quarter, or about three times the average production per month during the first three quarters of the fiscal year. To attain this production, and to fulfill production commitments for the year, each agency except Air Force must approximately triple its average production per month in April-June. Air Force production must be six times its past average per month for each of the remaining months of FY 1956.

3. The production of 277 sections for a 78% fulfillment of commitment thus far in FY 1956 follows generally the pattern of production in FY 1955 when 287 sections were produced for a 71% accomplishment during the same period of that year. Further, the production task facing the contributors during the last quarter of FY 1956 is practically identical with that which confronted them for the last quarter of FY 1955. At the beginning of this final quarter of FY 1956 there are 270 sections still outstanding, or 49% of the scheduled production for the year, while 272 sections were outstanding at the start of the final quarter of FY 1955, or 49% of the scheduled production for that year. In that final quarter of FY 1955 a total of 213 sections was produced which represented 42.6% of the 500 section total for that year.

*Original NIS Program - General
 copy to Mr. Lander
 NIS Production quarterly to full file - 7114*

4. A production pattern which results in the submission of almost half of the entire year's scheduled production in the final quarter of the year creates some major problems in OBI; seriously affects the quality of NIS materials, and results in a highly undesirable time lag between submission and final publication of the NIS.

5. When production effort is concentrated largely in the final quarter to meet the year-end deadline, it is obvious that less attention can be given to qualitative aspects. Qualitative adequacy ratings on NIS contributions received during a year-end rush reflect the lower quality of this material.

6. However, the most serious problem created by this greatly unbalanced production is the build-up of a backlog of material in OBI awaiting review and editing. OBI is staffed to process on a timely basis a relatively even flow of NIS contributions throughout the year at the prescribed 8 NIS per year rate of production. The receipt of almost 50% of the yearly production in one quarter-year period places an unreasonable burden upon the OBI staff which must go on a heavy overtime schedule to overcome the backlog. About three months of intensive overtime effort was required to clear up the backlog accumulated in the last quarter of FY 1955, and a backlog of similar proportions appears in prospect during the last quarter of FY 1956. In spite of this intensive effort on the part of the OBI staff, the time required to process NIS material under these conditions results in an unacceptable delay in publication of sections, thereby seriously reducing the value of the NIS involved.

7. The current status of NIS production emphasizes the need for the following action by the contributing agencies with respect to the balance of FY 1956:

a. Positive measures to assure the greatly accelerated production required to meet production commitments for the year.

b. Such action as is necessary to prevent sacrifice of quality of NIS contributions in the effort to fulfill production commitments for this fiscal year.

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8. The actions outlined above are essential to the correction of the current situation. Of equal importance is corrective action to avoid a recurrent situation in any future year. It has been the practice to establish NIS production schedules with the lowest requirements in the first quarter of the fiscal year in recognition of reduced production capabilities during the summer vacation period. Requirements are then increased progressively through the following quarters with the final quarter calling for the heaviest production of the year. This method of scheduling requires strict adherence to schedule by the contributors to avoid an unsatisfactory backlog situation at the end of the fiscal year. Defections by contributors on a total of 20 sections during the first three quarters of this fiscal year is responsible for the present situation. To preclude a repetition of these deficiencies in future years it is requested that contributing agencies examine their production practices and take such steps as are necessary to assure timely submission of contributions in accordance with established schedules.

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Enclosure:

NIS Production Accomplishment
as of 31 March 1956

Distribution:

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) with covering memo in [REDACTED]

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NIS Production Accomplishment

As of 31 March 1956

| | <u>FY-1956 Production to 31 Mar 1956</u> | | | <u>Total</u> | <u>Not</u> | <u>Percent</u> |
|-----------|--|------------------|-----------------|------------------|--------------|-----------------|
| | <u>Sections</u> | <u>Sections</u> | <u>Percent</u> | <u>FY-56</u> | <u>Yet</u> | <u>Out-</u> |
| | <u>Scheduled</u> | <u>Delivered</u> | <u>Complete</u> | <u>Sections</u> | <u>Pro-</u> | <u>standing</u> |
| | | | | <u>Scheduled</u> | <u>duced</u> | <u>standing</u> |
| State | 141 | 100 | 71% | 205 | 105 | 51% |
| Army | 72 | 66 | 92 | 121 | 55 | 45 |
| Navy | 52 | 48 | 92 | 91 | 43 | 47 |
| Air Force | 23 | 11 | 48 | 29 | 18 | 62 |
| CIA | <u>69</u> | <u>52</u> | <u>75</u> | <u>101</u> | <u>49</u> | <u>48</u> |
| Total. | 357 | 277 | 78% | 547 | 270 | 49% |

| | <u>Past Production</u> | <u>Production per Month</u> |
|-----------|------------------------|-----------------------------|
| | <u>per Month</u> | <u>Required April-June</u> |
| | <u>(Average)</u> | <u>(Average)</u> |
| State | 11 | 35 |
| Army | 7 | 18 |
| Navy | 5 | 15 |
| Air Force | 1 | 6 |
| CIA | <u>6</u> | <u>16</u> |
| Total: | 31 | 90 |

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